

Retention and Classification Report

Agency: South Salt Lake (Utah) (1121)

South Salt Lake City Hall
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Records Officer Craig Burton

17427	Alcohol and drug testing result files - personnel files
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AGENCY: South Salt Lake (Utah)

SERIES: 17427

3

TITLE: Alcohol and drug testing result files - personnel files

DATES:

ARRANGEMENT:

DESCRIPTION:

These files are the official files for all municipal employees and usually include the original job application, correspondence, credential files, letters of commendation, pay and leave history, work performance, training certificates, and evaluation forms.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule MUN 9, Item 12.

AUTHORIZED: 12/15/1995

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 65 years after date of employment or until 3 years after retirement or death and then destroy.

APPRAISAL:

PRIMARY CLASSIFICATION:

Private

AGENCY: South Salt Lake (Utah)

SERIES: 10363

3

TITLE: Business license files

DATES: 1982-

ARRANGEMENT: Numerical there under by license number

DESCRIPTION:

These files contain information on all business licenses issued in the municipality. All businesses are required to be licensed before conducting within municipal boundaries. They contain the application, proof of payment, and approval forms from regulatory departments (e.g., fire, police, health).

RETENTION:

Retain 4 years after final renewal date.

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule MUN 6, Item 2.

AUTHORIZED: 04/15/2009

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 4 years after final renewal of license and then destroy.

APPRAISAL:

Administrative

AGENCY: South Salt Lake (Utah)

SERIES: 10363

TITLE: Business license files

(continued)

PRIMARY CLASSIFICATION:

Public

SECONDARY CLASSIFICATION(S):

Private.

Driver's license number, birth date, and race, and social security number

AGENCY: South Salt Lake (Utah)

SERIES: 27285

1

TITLE: Code enforcement records

DATES: 2005-

ARRANGEMENT: Numerical by case number

DESCRIPTION:

Code enforcement files relate to administrative hearings for citizens who receive citations for violation of city code. Information in the files includes code enforcement officers' citations, notices, reports, photographs, and other data relating to code violations.

RETENTION:

Retain 1 year.

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is proposed and has not yet been approved.

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 1 year after case is closed and time for appeals has expired and then destroy.

Computer data files: Retain in Office for 1 year after case is closed and time for appeals has expired and then delete.

Photographs: Retain in Office for 1 year after case is closed and time for appeals has expired and then destroy.

AGENCY: South Salt Lake (Utah)

SERIES: 27285

TITLE: Code enforcement records

(continued)

APPRAISAL:

Administrative

PRIMARY CLASSIFICATION:

Public

AGENCY: South Salt Lake (Utah)

SERIES: 12229

3

TITLE: Contracts, leases, and agreements files

DATES:

ARRANGEMENT: Alphabetical

DESCRIPTION:

These files contain official agreements enforceable by law, to acquire or incur services, products. File may also include ordinances, bonds, job specification books, and related correspondence.

RETENTION:

Retain 4 years after last payment.

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule MUN 10, Item 7.

AUTHORIZED: 06/10/1993

FORMAT MANAGEMENT:

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Paper: Retain in Office for 4 years after last payment and then destroy.

APPRAISAL:

AGENCY: South Salt Lake (Utah)

SERIES: 12229

TITLE: Contracts, leases, and agreements files

(continued)

PRIMARY CLASSIFICATION:

Public

SECONDARY CLASSIFICATION(S):

Protected. UCA 63G-2-305 (2a)

AGENCY: South Salt Lake (Utah)

SERIES: 17426

3

TITLE: Council executive session minutes

DATES:

ARRANGEMENT:

DESCRIPTION:

These are the official record of the proceedings of regularly scheduled, special and emergency council meetings. Includes date, time, and place of meeting, name of members in attendance and those absent, a record of subjects discussed, statements of intent, and a record of action taken.

RETENTION:

Retain permanently.

DISPOSITION:

Retain in agency custody.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule 0, Item 0.

AUTHORIZED: 12/15/1995

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office permanently.

APPRAISAL:

AGENCY: South Salt Lake (Utah)

SERIES: 17426

TITLE: Council executive session minutes

(continued)

PRIMARY CLASSIFICATION:

Protected

AGENCY: South Salt Lake (Utah)

SERIES: 3165

3

TITLE: Expungements

DATES: 1980-

ARRANGEMENT: Numerical by number of expungement

DESCRIPTION:

"A person who has been convicted of any crime except a capital felony, first degree felony or second degree felony within this state may petition the convicting court for an expungement and for sealing of his record in that court." If petition is approved, the court "shall enter an order that all records in the petitioner's case in the custody of that court or in the custody of any other court, agency or official be sealed." The petitioner "shall distribute the orders of expungement and sealing to all affected agencies." The sealed file includes the expunged records and court order. The Utah Bureau of Criminal Identification shall "keep, index, and maintain all expunged and sealed records of arrests and convictions" (UCA 77-18-15(1) (1997)).

RETENTION:

Retain 80 years or until confirmed death.

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule MUN 21, Item 21.

AUTHORIZED: //

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 80 years or until confirmed death and then destroy.

AGENCY: South Salt Lake (Utah)

SERIES: 3165

TITLE: Expungements

(continued)

APPRAISAL:

PRIMARY CLASSIFICATION:

Protected UCA 77-18-15(8) and 63G-2-305(9) (2008)

AGENCY: South Salt Lake (Utah)

SERIES: 12232

3

TITLE: Minutes

DATES:

ARRANGEMENT: Chronological

DESCRIPTION:

These are the official minutes of regular, special, and emergency meetings of municipal committees, boards, and task forces.

RETENTION:

Retain permanently.

DISPOSITION:

Retain in agency custody.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule SG 1, Item 59.

AUTHORIZED: 03/10/2015

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office permanently.

APPRAISAL:

Administrative Historical Legal

These records have evidentiary value and serve as a history of board and committee actions. They contain minutes of open committee and board meetings as required by UCA 52-4-7. (2005) Records may also include agenda, recordings, recordings and minutes of closed portions of meetings, and other supporting documentation.

AGENCY: South Salt Lake (Utah)

SERIES: 12232

TITLE: Minutes

(continued)

PRIMARY CLASSIFICATION:

Public

AGENCY: South Salt Lake (Utah)

SERIES: 12231

3

TITLE: Ordinances

DATES:

ARRANGEMENT: Numerical

DESCRIPTION:

These books contain the legislative action of city council to regulate, require, prohibit, govern, control, or supervise any activity, business, conduct, or condition authorized by UCA 10-3-701 to 714. An ordinance includes the title, preamble, an ordaining clause, subject of ordinance, when applicable, penalty of violation, effective date, signature of mayor or acting mayor, and municipal seal.

RETENTION:

Retain permanently.

DISPOSITION:

Retain in agency custody.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule MUN 18, Item 19.

AUTHORIZED: 06/10/1993

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office permanently.

APPRAISAL:

Administrative Historical Legal

Ordinances have legal value because they are municipal laws. They have historical value because ongoing ordinances document changes to the law over time.

AGENCY: South Salt Lake (Utah)

SERIES: 12231

TITLE: Ordinances

(continued)

PRIMARY CLASSIFICATION:

Public

AGENCY: South Salt Lake (Utah)

SERIES: 12230

3

TITLE: Quit claim deeds/easements files

DATES:

ARRANGEMENT: Chronological

DESCRIPTION:

These files contain documents executed by property owners granting the city rights of access to their property for public works or other municipal purposes. They include the names of parties, purposes and terms of access and terms of easement. They are used to provide legal access to enter or modify private property.

RETENTION:

Retain permanently.

DISPOSITION:

Retain in agency custody.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule MUN 18, Item 11.

AUTHORIZED: 06/10/1993

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office permanently.

APPRAISAL:

AGENCY: South Salt Lake (Utah)

SERIES: 12230

TITLE: Quit claim deeds/easements files

(continued)

PRIMARY CLASSIFICATION:

Public

AGENCY: South Salt Lake (Utah)

SERIES: 10151

3

TITLE: Remittance stubs

DATES: 1988-

ARRANGEMENT: Chronological

DESCRIPTION:

These stubs are received with payments for services. They are used as the official record of customers, payments being received and posted. They include account number, name, service address, payment received, receipt date and number. After payment is received this information is placed on the computer.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

AUTHORIZED: 01/28/1992

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office until administrative need ends and then destroy.

Computer data files: Retain in Office for 3 years and then delete.

APPRAISAL:

PRIMARY CLASSIFICATION:

Public

AGENCY: South Salt Lake (Utah)

SERIES: 10364

3

TITLE: Sexually oriented business license files

DATES: 1988-

ARRANGEMENT: Alphabetical there under by last name

DESCRIPTION:

These files contain information on all business licenses issued in the municipality. All businesses are required to be licensed before conducting within municipal boundaries. They contain the application, proof of payment, and approval forms from regulatory departments (e.g., fire, police, health).

RETENTION:

Retain 4 years after final renewal date.

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule MUN 6, Item 2.

AUTHORIZED: 04/16/1992

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 4 years after final renewal of license and then destroy.

APPRAISAL:

AGENCY: South Salt Lake (Utah)

SERIES: 10364

TITLE: Sexually oriented business license files

(continued)

PRIMARY CLASSIFICATION:

Private

SECONDARY CLASSIFICATION(S):

Public. Name, type of license, and date applied.

AGENCY: South Salt Lake (Utah)

SERIES: 22057

3

TITLE: Sexually oriented business work card file

DATES: 1998-

ARRANGEMENT: Alphanumerical

ANNUAL ACCUMULATION: 3.50 cubic feet.

DESCRIPTION:

These files contain information on employees of sexually oriented businesses, bars, and taverns licensed by the city. Includes name, stage name, address, age, birth date, criminal history, employment history, fingerprints, medical information, signature, information about other occupational licenses issued, physical description, sex, telephone number, history of suspension or revocation of occupational licenses, proof of payment, and current employment information. Documents or copies of include: application, birth certificate, driver license/identification card, social security card, health statement for nude entertainers, criminal history or court action information or statement from BCI that applicant has no criminal history. Data is used to determine eligibility of applicant for a license to perform as a nude or semi-nude entertainer, bouncer, bartender, or non-performing employee. After approval of application, information is entered into a computer file.

RETENTION:

Retain 4 years.

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule MUN 6, Item 2.

AUTHORIZED: //

AGENCY: South Salt Lake (Utah)

SERIES: 22057

TITLE: Sexually oriented business work card file

(continued)

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 1 year after license is not renewed and then transfer to Agency Record Center. Retain in Agency Record Center for 3 years and then destroy.

APPRAISAL:

PRIMARY CLASSIFICATION:

Private UCA 63G-2-302(1)(f)(2008)

SECONDARY CLASSIFICATION(S):

Public

AGENCY: South Salt Lake (Utah)

SERIES: 27807

3

TITLE: Special Assessment Records

DATES: 1989-

ARRANGEMENT: numeric by district number thereunder chronologic

ANNUAL ACCUMULATION:

DESCRIPTION:

These books record the levy and assessment of special taxes. They contain extension number, address, plat or subdivision; block and lot numbers; name of owner; address; number of front feet; amount paid on principle; interest; when paid; total amount paid and principal interest.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule MUN 12, Item 4.

AUTHORIZED: 10/21/2011

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 2 years and then transfer to State Records Center. Retain in State Records Center for 50 years and then transfer to State Archives with authority to weed.

APPRAISAL:

Administrative Historical

This disposition is based on the historical value of the records and the municipal general records retention schedule (12-4).

PRIMARY CLASSIFICATION:

Public